



General Eligibility Requirements

Applicants are required to hold their activities in physically accessible spaces, and all funded organizations must provide written statements describing their adherence to the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1974.

All applications and support material must be received by the City Clerk's Office no later than 4:00pm on Friday, October 6, 2000. Applications postmarked October 6, 2000 but not received will not be accepted. Incomplete applications will be returned.

Funding Restrictions

- Programs not open to the public
- Loans, fines, penalties, cost of litigation or associated interest payments
- Prior debts
- Political contributions
- Project where the primary purpose and effect of funding would be to support a religion or religious belief
- Capital Improvements, construction, renovations, structural maintenance of facilities
- Benefits and projects planned primarily for fundraising purposes
- Projects or activities administered by schools during school hours
- Projects or activities previously funded by an academic institution
- Scholarships, purchase awards or prizes
- Agencies or foundations which directly support City Department operations.
- Licensing fees of any kind
- Programs and events that do not have an impact on San Antonio
- Other restrictions in standard city contract

- Publicly accessible arts programs in all arts disciplines which take place in the City of San Antonio

- Community arts programs which provide arts opportunities to the public
- Artists salaries related to funded projects & activities
- Art supplies needed for funded projects & activities

GENERAL INFORMATION

The sponsor is the organization that is the legal representative of this application. The sponsor is the party that will enter into a contract with the City and is legally and financially responsible for awarded funds.

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If any box is checked *No* and a sponsor is not named, the applicant is not eligible to receive funding and should call the Office of Cultural Affairs for assistance.

If the boxes are checked *Yes*, proof must be submitted with the application and support materials.

In the Partners/Stakeholders section, list those individuals and/or organizations who will be involved in implementing this project. The role or type of involvement of these individuals and/or organizations should be described in the appropriate section(s) of this application.

Letters of commitment from the partners/stakeholders must be submitted as additional support material.

YOUR PROJECT

This section should describe your project by answering the questions: Why, What, Who, When and Where. Complete this summary in the space provided and attach one additional sheet if needed.

Be specific about the arts/cultural service component in this section. Explain how artistic services will be available to populations and areas that may not have regular access to arts/cultural programming.

Activities must begin between January 1, 2001 and December 31, 2001 not go beyond December 31, 2002.

PROGRAM IMPLEMENTATION

Briefly outline your action plan for achieving the objectives of your proposed program. Project activities may follow a two year time frame and must occur between January 1, 2001 and December 31, 2001 not go beyond December 31, 2002.

Provide approximate dates of implementation and estimated numbers of individuals who will participate in the program. Utilize the space provided and use

D SUSTAINMENT

Describe how the project activity or the benefits of the project may be sustained beyond this funding period.

E YOUR ORGANIZATION AND PARTNERS

Provide an explanation of your past involvement with your partners. If you and your partners are developing a working relationship for the first time, explain what roles you and your partner will assume in this project. The letters of agreement should, in general, correspond to the information presented in this section.

LINKS WITH CITY PROGRAMS & INITIATIVES

Describe how this activity is coordinated with existing City or neighborhood plans (City Master Plan, Community Revitalization Action Group (CRAG) Report, etc.) or other City of San Antonio efforts.

NAME OF APPLICANT:	
E	YOUR ORGANIZATION AND PARTNERS (Provide an explanation of your past involvement with your partners. If you and your partners are developing a working relationship for the first time, explain what roles you and your partner will assume in this project. The letters of agreement should, in general, correspond to the information presented in this section. Attach one additional sheet if needed.)
F	LINKS WITH CITY PROGRAMS & INITIATIVES (Does your project link with or complement other City of San Antonio efforts such as City Master Plan, Community Revitalization Action Group (CRAG) Report, specific neighborhood or sector plans, transportation plans or other initiatives that targets your particular community?)

G BUDGET: ANTICIPATED EXPENSES

List all anticipated expenditures in the appropriate Cost Categories (Personnel, Outside Artistic Services, Supplies & Materials, Space, etc.). Summarize to fit in the space provided. A more detailed budget can be submitted with this grant application.

The City Request column refers to expense items that will be paid with award money. **City funds can only be used for arts and cultural related expenses such as artists, arts services and/or arts supplies.**

City requested funds must be matched 1:1 with a combination of cash and in-kind contributions.

The Cash column refers to expense items that will be paid by the applicant.

The In-kind column refers to the dollar value of donated services and materials at no cash cost to the applicant.

When an item or column box is not applicable, leave it blank or type N/A.

To find an item's total cost add figures across the row. City Request + Cash + In-kind = Total Cost. This must be done for each item.

After row items have been totalled, add figures down the columns and enter the sums in the corresponding boxes. City Request (box a) must be between \$5,000 and \$20,000 to be eligible for funding.

Please round all figures to the nearest dollar.

H BUDGET: ANTICIPATED INCOME

If fundraisers will be held to cover project expenses, enter the expected dollar amount in column A. If fundraisers will not be held, leave this line blank.

If an individual or group of individuals has pledged to contribute funds to support this project, enter the expected dollar amount in column A. If no individual had pledged to contribute funds, leave this line blank.

If corporate contributions are anticipated to support this project, enter the expected dollar amount in column A. If corporate contributions are not expected, leave this line blank.

G BUDGET: ANTICIPATED EXPENSES (Round all figures to the nearest dollar)
****City of San Antonio's contribution is limited to arts/cultural related expenses.**

	Job Title/Description	YOUR CONTRIBUTION			Total Cost
		City Request	Cash	In-kind	
1. Personnel (include fringe benefits)					
Outside Artistic Services					
2. Supplies & Materials (itemize)					
3. Space Rental (itemize)					
4. Transportation Expenses (itemize)					
5. Publicity & Promotion (itemize)					
6. Other Expenses					
7. Total Anticipated Expenses: (Box a must total a minimum of \$5,000 and a maximum of \$20,000 to be eligible for funding)		a	b	c	d \$

H BUDGET: ANTICIPATED INCOME
 (Applicant must match City request with a combination of cash and in-kind income. Round all figures to the nearest dollar)

	A	B
1. Fundraisers		
2. Individual Support		
3. Corporate Contributions		
4. Foundation Contributions		
5. Other (itemize)		
6. In-Kind Contributions (Amount must total Box c)	e	
Total Non-City Match (Column A total)	f	
Amount Requested from the City of San Antonio (Line g must equal Box a)		g
TOTAL INCOME (Column B total. Line h must total Box d)		h \$

If private foundation funds are anticipated to fund this project, enter the expected dollar amount in column A. If foundation funds are not anticipated, leave this line blank.

List all other anticipated income in the space provided and enter the expected dollar amount in column A. Leave this space blank if there are no other additional items.

Enter the total dollar value of in-kind contributions (donated services and materials) in column A. The in-kind value in *line e* should equal *box c*.

Add figures down column A and enter total in *line f*. This figure is the **Total Non-City Match**.

Enter the **Amount Requested from the City** in *line g* which should also equal *box a*.

CITY REQUESTS CAN NOT EXCEED 50% OF TOTAL INCOME.

Add figures down column B to figure **Total Income** which should also equal **Total Expenses** in *box d*.



APPLICATION CHECKLIST

The application checklist is part of the application and should be submitted by the deadline. Be sure to mark envelope: Office of Cultural Affairs Arts in the Community Application

CRITERIA

Applicants will be reviewed against the following weighted criteria:

Artistic Merit/Cultural Relevance (20 points)

Applicant should clearly demonstrate high artistic quality and cultural relevance of proposed program, innovation and creativity in programming and selection of artists and other cultural specialists.

Partnership/Stakeholder Involvement (25 points)

Applicant should clearly demonstrate strong collaborative working agreements between/among local artists, arts and cultural organizations, neighborhood and homeowner associations, schools, professional associations, religious institutions and other community organizations.

Sustained Impact (25 points)

Applicant should clearly demonstrate how the proposed project is effectively addressing a particular community concern or opportunity in a manner that will produce sustained benefit over a multi-year period.

Applicant and Partner History (15 points)

The past record of the partners in successfully developing and implementing community-based projects.

Budget and Schedule (15 points)

Applicant must present a realistic, justifiable and accurate budget and program schedule.

City Plans, Programs & Initiatives

(extra 5-10 points)

Additional points may be awarded on proposed projects that link with or complement other City of San Antonio efforts such as: City Master Plan, Community Revitalization Action Group (CRAG) report, specific neighborhood or sector plans, transportation plans, or other initiatives that target particular communities for economic or infrastructure-based revitalization.

REVIEW PROCESS

City staff will conduct application workshops and offer technical assistance.

A Review Panel will be formed in each City Council District to discuss, in an open session, the applications for their respective district.

The Cultural Arts Board will receive Panel recommendations and make funding recommendations.

The Office of Cultural Affairs Director will receive recommendations and present to the City Manager's Office and City Council for final approval.

TECHNICAL ASSISTANCE

The Office of Cultural Affairs staff is available to meet with interested individuals representing eligible organizations. If you have any questions concerning the Arts in the Community program call Norma Cardenas at 207-8488.